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**From:** Thomas, Deb [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4DC0908FDDF040C787AAA3E7CDABF369-THOMAS, DEBRA]  
**Sent:** 9/17/2018 6:47:29 PM  
**To:** Jenkins, Laura Flynn [Jenkins.Laura@epa.gov]  
**Subject:** Fwd: URGENT: Regional Realignment - functional statements, division director PDs and Org Chart with High Level Functions:  
**Attachments:** image003.jpg; ATT00001.htm; LCARD functional statement & DD PD - DRA review.sjb.docx; ATT00002.htm; ECAD functional statement & DD PD - DRA review.sjb.docx; ATT00003.htm; SFEMD functional statement & DD PD - DRA review.sjb.docx; ATT00004.htm

Debra H. Thomas  
EPA Region 8  
Deputy Regional Administrator  
303-312-6298

Begin forwarded message:

**From:** "Bohan, Suzanne" <[bohan.suzanne@epa.gov](mailto:bohan.suzanne@epa.gov)>  
**Date:** September 16, 2018 at 8:51:00 PM MDT  
**To:** "Thomas, Deb" <[thomas.debrah@epa.gov](mailto:thomas.debrah@epa.gov)>, "Benevento, Douglas" <[benevento.douglas@epa.gov](mailto:benevento.douglas@epa.gov)>, "Buhl, Rick" <[Buhl.Rick@epa.gov](mailto:Buhl.Rick@epa.gov)>, "Daly, Carl" <[Daly.Carl@epa.gov](mailto:Daly.Carl@epa.gov)>, "Davis, Patrick" <[davis.patrick@epa.gov](mailto:davis.patrick@epa.gov)>, "Garcia, Bert" <[Garcia.Bert@epa.gov](mailto:Garcia.Bert@epa.gov)>, "Garvey, Megan" <[garvey.megan@epa.gov](mailto:garvey.megan@epa.gov)>, "Hestmark, Martin" <[Hestmark.Martin@epa.gov](mailto:Hestmark.Martin@epa.gov)>, "Joffe, Brian" <[Joffe.Brian@epa.gov](mailto:Joffe.Brian@epa.gov)>, "Kortuem, Patrice" <[Kortuem.Patrice@epa.gov](mailto:Kortuem.Patrice@epa.gov)>, "Moon, Diane" <[Moon.Diane@epa.gov](mailto:Moon.Diane@epa.gov)>, "Mutter, Andrew" <[mutter.andrew@epa.gov](mailto:mutter.andrew@epa.gov)>, "O'Connor, Darcy" <[oconnor.darcy@epa.gov](mailto:oconnor.darcy@epa.gov)>, "Opekar, Kimberly" <[Opekar.Kimberly@epa.gov](mailto:Opekar.Kimberly@epa.gov)>, "Schefski, Kenneth" <[Schefski.Kenneth@epa.gov](mailto:Schefski.Kenneth@epa.gov)>, "Smidinger, Betsy" <[Smidinger.Betsy@epa.gov](mailto:Smidinger.Betsy@epa.gov)>, "Stavnes, Sandra" <[Stavnes.Sandra@epa.gov](mailto:Stavnes.Sandra@epa.gov)>, "Sutin, Elyana" <[Sutin.Elyana@epa.gov](mailto:Sutin.Elyana@epa.gov)>  
**Subject: Re: URGENT: Regional Realignment - functional statements, division director PDs and Org Chart with High Level Functions:**

I've provided substantive comments on three of the functional statements (attached).

Suzanne

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**From:** Thomas, Deb  
**Sent:** Sunday, September 16, 2018 8:22:15 AM  
**To:** Benevento, Douglas; Bohan, Suzanne; Buhl, Rick; Daly, Carl; Davis, Patrick; Garcia, Bert; Garvey, Megan; Hestmark, Martin; Joffe, Brian; Kortuem, Patrice; Moon, Diane; Mutter, Andrew; O'Connor, Darcy; Opekar, Kimberly; Schefski, Kenneth; Smidinger, Betsy; Stavnes, Sandra; Sutin, Elyana  
**Subject:** URGENT: Regional Realignment - functional statements, division director PDs and Org Chart with High Level Functions:

I have until COB Monday to provide any edits on the attached functional statements and Division Director PDs. These documents will be the required baseline for all Regions. If you have substantive comments, please provide them in track changes. We will discuss at our 1:00p meeting tomorrow.

Deb

**From:** Pirzadeh, Michelle  
**Sent:** Saturday, September 15, 2018 8:36 AM  
**To:** Leadership\_Deputy\_Regional\_Administrators  
<Leadership\_Deputy\_Regional\_Administrators@epa.gov>  
**Cc:** Westenberger, Andrea <Westenberger.Andrea@epa.gov>; Lindsay, Nancy  
<Lindsay.Nancy@epa.gov>; Dalrymple, Anne <Dalrymple.Anne@epa.gov>; Young, Margo  
<Young.Margo@epa.gov>; Lead Region Coordinators HQ <Lead\_Region\_Coordinators\_HQ@epa.gov>  
**Subject:** Regional Realignment - functional statements, division director PDs and Org Chart with High  
Level Functions: DRA review/comments requested by COB 9/17  
**Importance:** High

Hello Colleagues,

Attached are *draft* Functional Statements and Division Director Position Descriptions (DD PDs) for the divisions in the regions, developed through the lead regions. The Regional Counsel Division documents are still under development. **Please review and send any comments (using track changes) to Andrea Westenberger and Anne Dalrymple by COB Monday, 9/17.**

After your comments are received, the lead regions will review and update the documents as needed. Our goal is to have a final package for the regions to use by 9/20.

There are a number of functions for which placement is under discussion, however, attached is a *draft* regional realignment organizational structure that reflects the current direction from HQ, as well as areas we discussed this week, including those we recommend regional flexibility for placement.

If you have overall questions let me know, or you can contact Andrea or Anne. For division-specific questions, please contact the POCs listed below.

Timeline

Date	Task	Who
9/10	Andrea issues timeline/process to LRCs for developing proposed functional statements and Division Director Position Descriptions (DD PDs)	Andrea Westenberger (R10 LRC for OARM & OCFO)

<b>9/11-9/13</b>	LRCs & Lead Region Division Directors (DDs) draft functional statements and DD PDs. Each Lead Region will determine the appropriate level of engagement/review with their NPMs and DDs for this task	LRCs & Lead Region DDs
<b>9/13 (COB)</b>	LRCs share functional statements and DD PDs with Andrea	LRCs
<b>9/14 (COB or earlier)</b>	Andrea compiles functional statements and DD PDs, and sends to DRAs for review/comment by 9/17	Andrea & Michelle Pirzadeh (R10 DRA)
<b>9/17 (COB)</b>	DRAs submit comments to Andrea & Anne Dalrymple	DRAs
<b>9/18 (COB or earlier)</b>	Andrea distributes DRA comments to LRCs	Andrea
<b>9/19</b>	LRCs & Lead Region DDs review DRA comments and update functional statements and DD PDs as needed. Submit to Andrea by COB 9/19	LRCs & Lead Region DDs
<b>9/20</b>	Andrea compiles all draft proposed functional statements and DD PDs, and distributes to LRCs & DRAs	Andrea

## POCs

<b>Regional Division</b>	<b>Lead Region</b>	<b>POCs (LRC or other)</b>
<b>Air &amp; Radiation Division (ARD)</b>	Region 9	Elizabeth Adams, Matt Lakin, Idalia Perez
<b>Administration &amp; Resource Management Division (ARMD)</b>	Region 10 & Region 6	Andrea Westenberger & Kimberly Graves
<b>Enforcement &amp; Compliance Assurance Division (ECAD)</b>	Region 7	Toni Gargas, Sarah LaBoda
<b>Regional Counsel</b>	Region 7	David Cozad, Toni Gargas, Sarah LaBoda
<b>Land, Chemicals &amp; Redevelopment Division (LCARD)</b>	Region 1 & Region 2	Jeffrey Norcross & Vickie Pane
<b>Superfund &amp; Emergency Management Division (SFEMD)</b>	Region 3	Karen Melvin
<b>Water Division (WD)</b>	Region 5	Linda Holst
<b>Laboratory Services &amp; Applied Science Division (LSASD)</b>	Region 4 (with Regions 1 & 9 assisting)	Mary Walker
<b>Regional Administrator &amp; Deputy Regional Administrator – Immediate Office: Environmental Justice, National Environmental Policy Act (NEPA), Public Affairs, Tribal &amp; International Affairs (ORA)</b>	Region 8	Laura Flynn Jenkins

Thank you,

Michelle

Michelle L. Pirzadeh

Deputy Regional Administrator

U.S. Environmental Protection Agency, Region 10

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**From:** Message from the Administrator

**Sent:** Thursday, September 6, 2018 9:31 AM

**To:** Message from the Administrator <[messagefromtheadministrator@epa.gov](mailto:messagefromtheadministrator@epa.gov)>

**Subject:** Regional Realignment